

**Understanding MARC 21 Bibliographic Records:
The 2xx Fields
Spring 2016
Week 2**

Title Field:

The 245 field is used for the title and statement of responsibility. The most commonly used subfields for the 245 field are:

- a: title proper
- b: remainder of title or the subtitle
- c: statement of responsibility relating to the title proper

Title Proper:

Let's start with subfield a, which is used for the title proper. According to RDA, the preferred source of information for books is the title page.

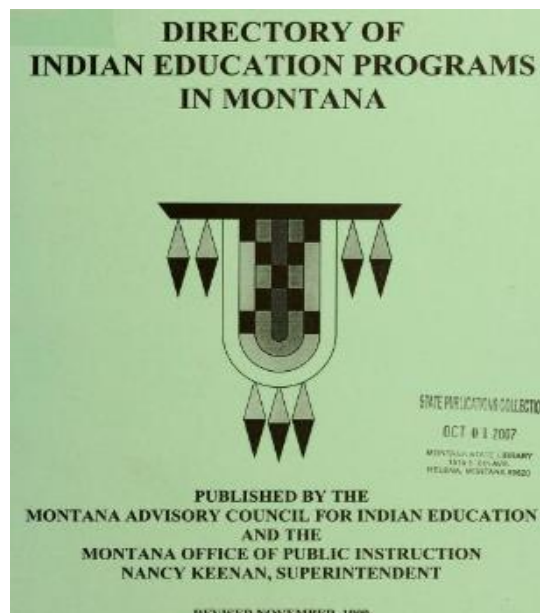
The title proper goes in subfield a of the 245 field. As mentioned previously, the title proper is taken from the preferred source of information. If there is no title page, you can take the title from another source, like the cover. However, you will need to add a note indicating where the title comes from. If the item lacks a title, you can construct one, but you should put it in brackets to indicate that you created the title. Additionally, you will also need to make a note stating that the title was supplied by the cataloger.

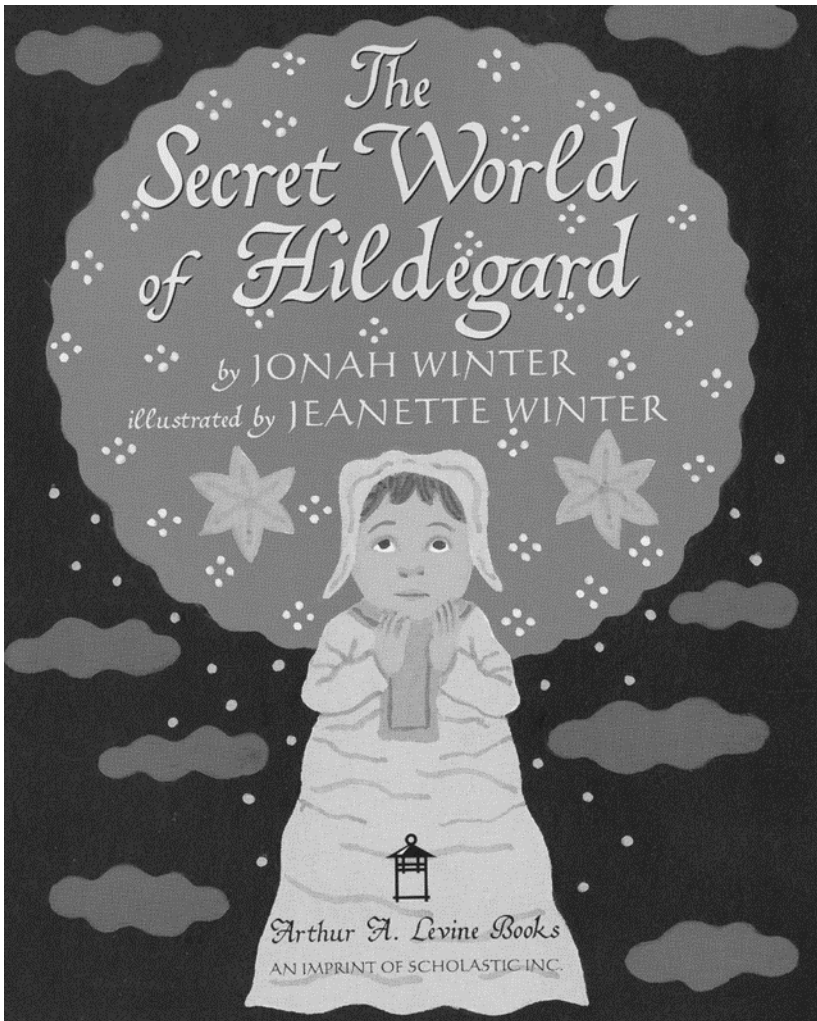
In this field, you should transcribe the title exactly as it appears when it comes to wording, order and spelling. Capitalization should follow the rules of RDA. RDA, like its predecessor AACR2, directs us to ignore what we see and capitalize only the first word and proper nouns that are capitalized.

The title proper would appear as:

245 00 \$a Directory of Indian education programs
in Montana

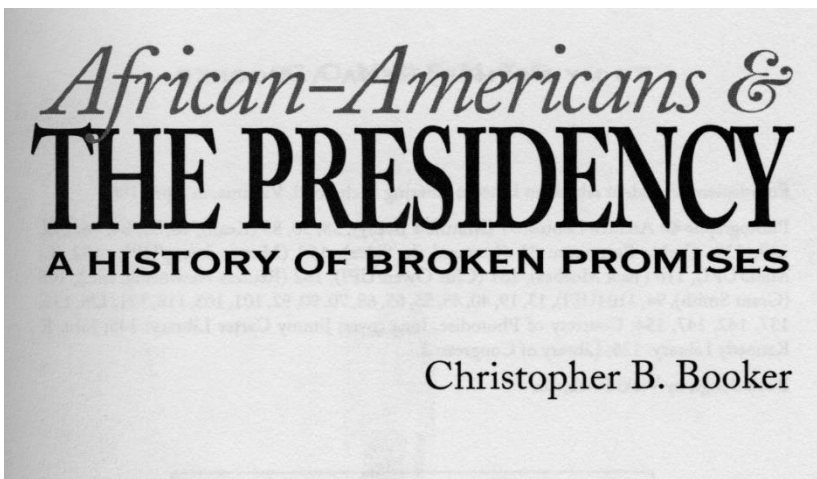
500 __ Title from cover.





The title proper would look like this:

245 14 \$a The secret world of Hildegard

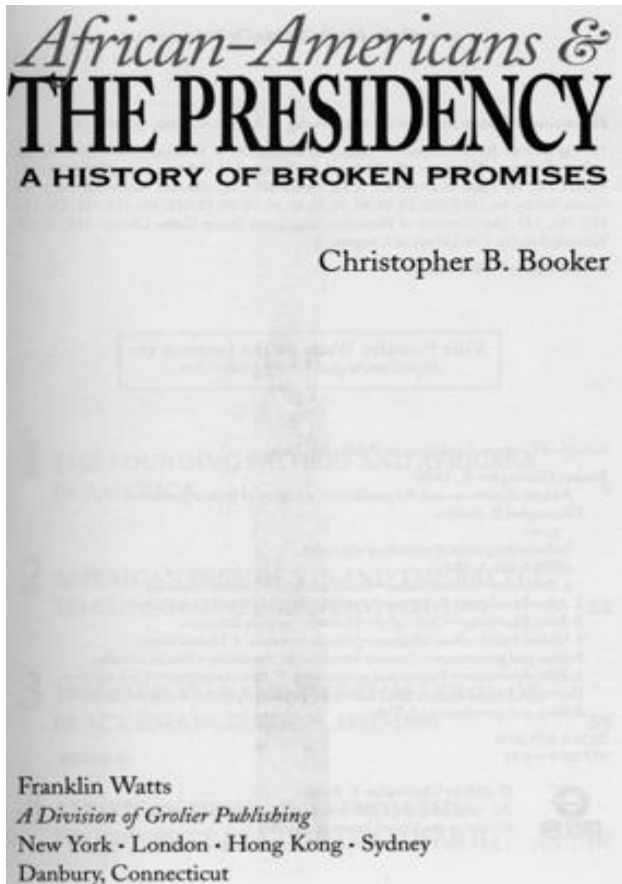


The title proper would be:

245 10 \$a African-Americans & the presidency

Other Title Information

The next subfield we are going to talk about for the 245 field is subfield b. The official definition of what goes in this subfield is “other title information.” In other words, the subtitle.

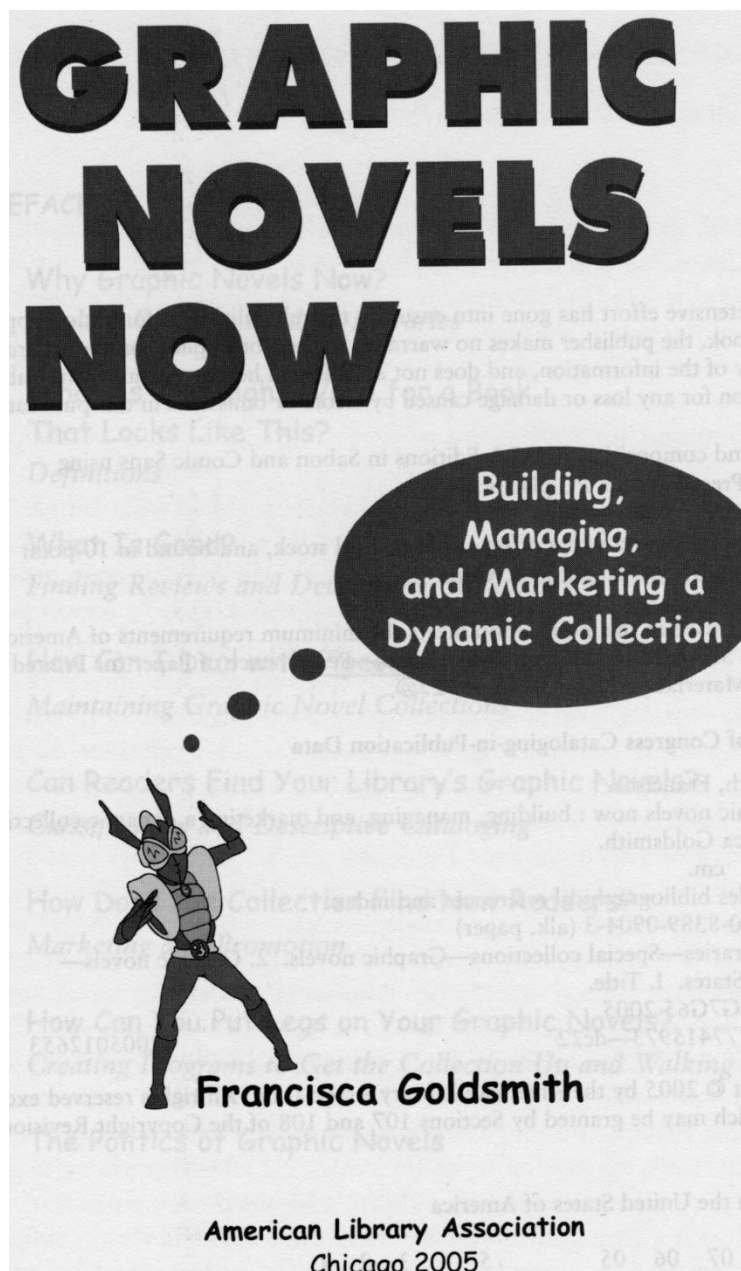


The 245 field for this item would look like this:

245 10 \$a African-Americans & the presidency :
\$b a history of broken promises

Notice that in this case, there is a colon before subfield b. This indicates a subtitle. The other thing to notice about the punctuation is that there is a space both before and after the colon.

Here is another example of an item with a subtitle:



This is how the 245 field would look:

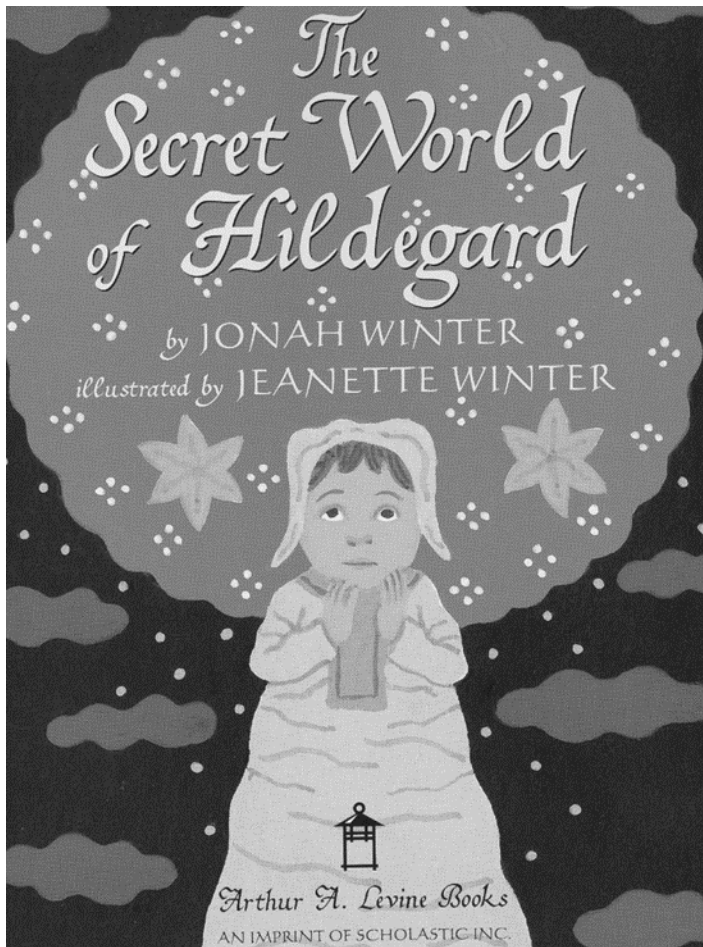
245 10 \$a Graphic novels now : \$b building, managing, and marketing a dynamic collection

Notice that the subtitle appears in a thought bubble. When you see something like this on a title page or cover, it can indicate a subtitle.

Statement of Responsibility

Subfield c is the final part of the 245 field. It is used for the statement of responsibility. The statement of responsibility is where you transcribe the names of the people or entities responsible for the creation of the content, such as authors, illustrators, etc.

For example, *The Secret World of Hildegard* lists two people as responsible for the content:

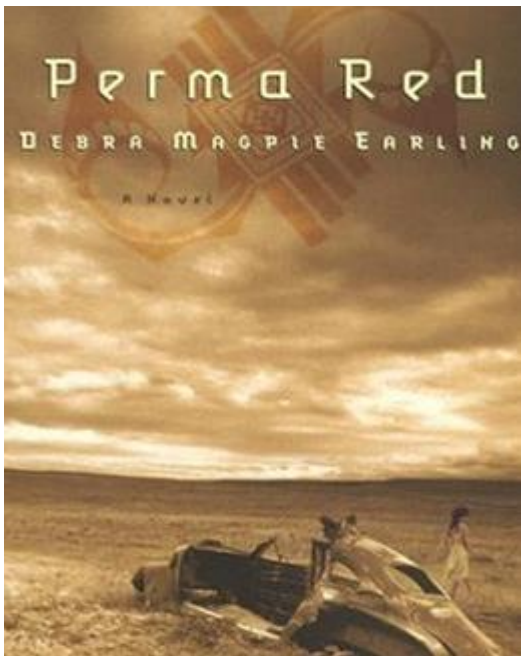


Statement of responsibility:

245 14 \$a The secret world of Hildegard / \$c by
Jonah Winter ; illustrated by Jeanette Winter.

The statement of responsibility should be transcribed exactly as it appears on the title page, so if the title page says “by”, you should include the word “by” in your subfield c. Notice the punctuation here – the subfield c is preceded by a slash, with a space on either side of it. Also, the two individuals responsible for this book’s content are separated by a semi-colon, with a space on either side.

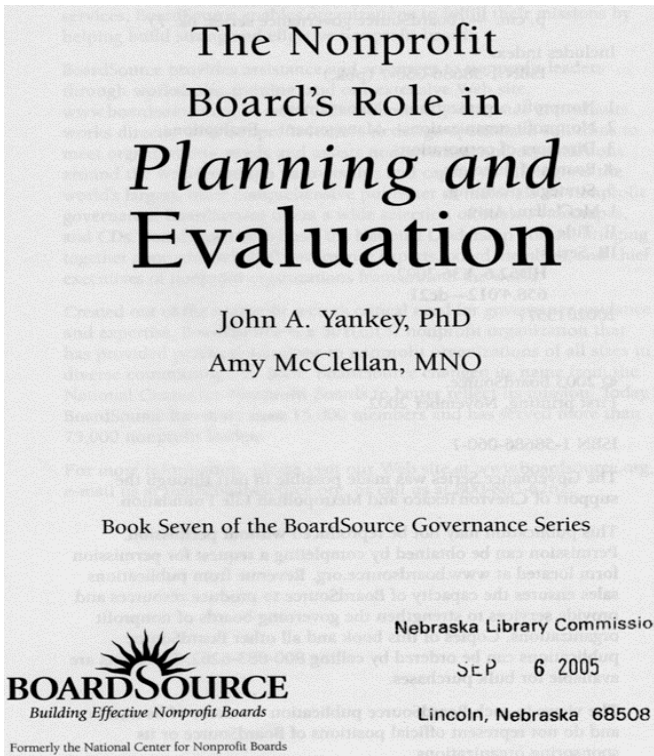
In this example, the author's name is not preceded by the word "by." As such, it is not included in the 245 field.



245 0 0 Perma red : \$b a novel / \$c Debra Magpie Earling.

Additionally, the 245 field always ends with a period.

You may have noticed that the examples feature one author. As you know, that is not always the case. Many individuals contribute to a book's written and/or artistic content. When more than one person is named, they are all included in the statement of responsibility.



245 14 \$a The nonprofit board's role in planning and evaluation / \$c John A. Yankey, Amy McClellan.

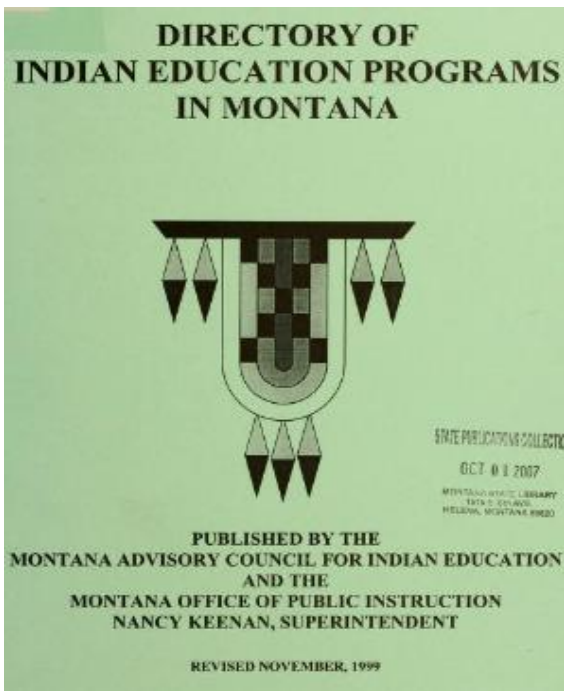
Indicators for the 245 Field:

Next, we are going to talk about the two indicators for the 245 field.

As a reminder, the indicators are digits or blanks that tell the computer about the information contained in the field. For the 245 field, the first indicator determines whether the computer indexes the book's title as a main entry or an added entry. Main vs. added entry is used to determine what the main access point is. If there is an author, the author's name is usually the main entry; if there is no author's name, the title is the main entry. This is not as important since we no longer use card catalogs, and RDA is moving away from the concept of a main entry. However, we still define the first indicator in terms of main entry or added entry. If the author is the main entry, the first indicator is 1, and if there is no author's name and the title is the main entry, the first indicator is 0.

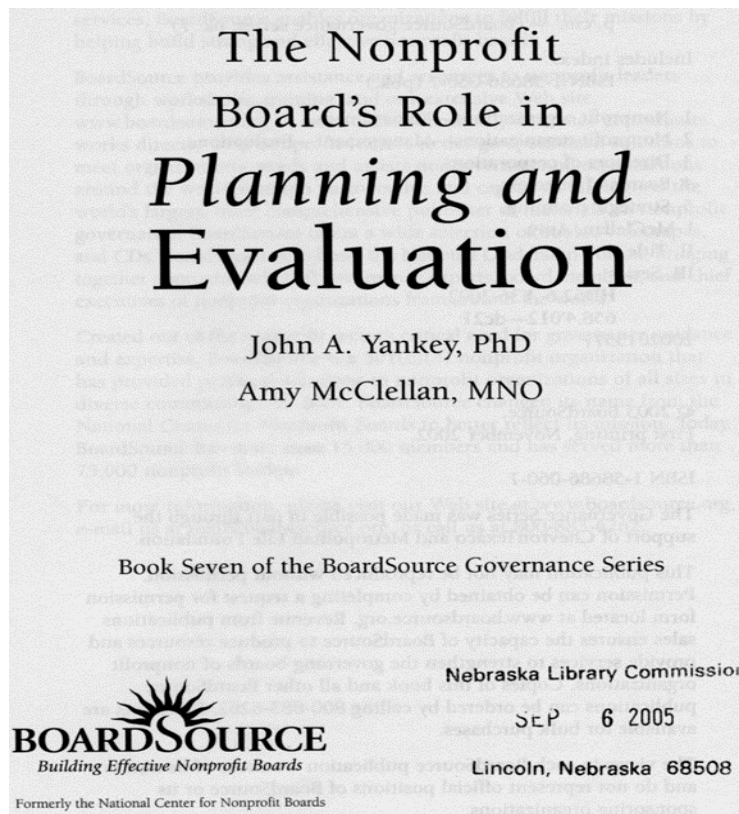
The second indicator can range from 0-9. It tells us the number of non-filing characters at the beginning of a title. Non-filing characters consist of the words "a", "an," and "the." They are not included when the title is listed alphabetically, so we need to tell the computer to skip them.

In this case, since there is no author given, the first indicator is 0. Since there are no characters that the computer needs to skip, the second indicator is also 0.



245 00 Directory of Indian education programs in Montana.

The next example is a little different.



245 14 The nonprofit board's role in planning and evaluation / \$c John A. Yankey, Amy McClellan.

In this case, there is an author's name, so the first indicator is 1. Also, the title begins with the word "the." Because of this, the second indicator is 4. This tells the computer to skip four characters before looking for the first word of the title. You may wonder why it is 4, when there are only 3 letters in the word "the." The computer also has to be told to skip the space after the word "the." (If the title begins with "a", the second indicator would be 2; if the title begins with "an", the second indicator would be 3.).

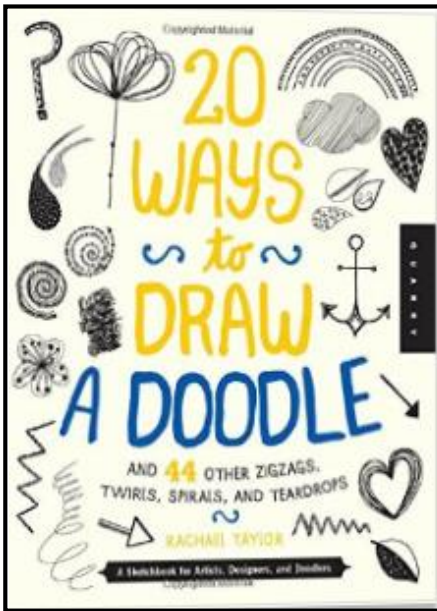
Varying Form of Title Field:

Over the course of your career as a librarian, you have probably noticed that some books have many titles. The 246 field is used to record these varying forms. This includes any form of the title that may be found on the item (for example, if the title on the cover is different than the title on the title page), or any form of the title that contributes to the identification of the item and helps your patrons find the item. Other forms may include numbers or abbreviations that have been spelled out.

The subfields used in the 246 field that we are going to talk about are:

- a: title proper
- i: display text

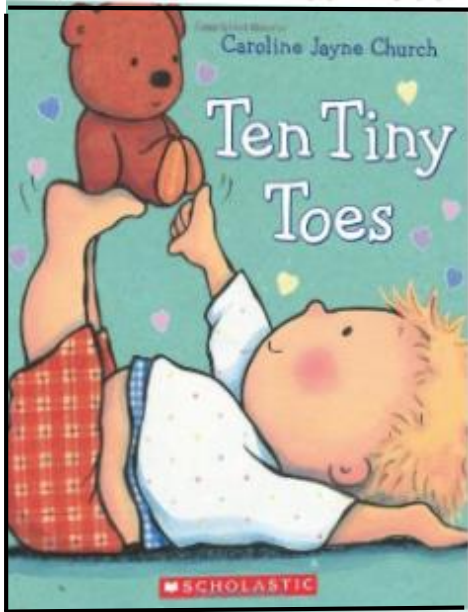
In this example, we have a title that features a number. Someone who is unfamiliar with the book, may search for it as *Twenty Ways to Draw a Doodle* rather than *20 Ways to Draw a Doodle*. Adding a 246 ensures that patrons can find it.



245 10 \$a 20 ways to draw a doodle

246 3 _ \$a Twenty ways to draw a doodle

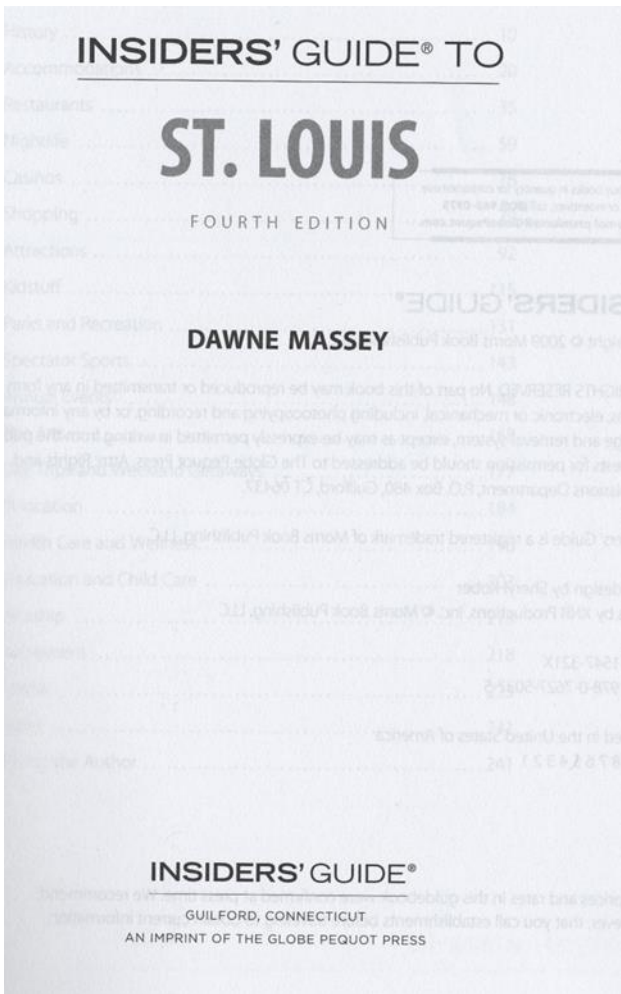
You might see the reverse: a title where the number is not spelled out. Like the previous example, you would want to add a 246.



245 10 \$a Ten tiny toes

246 3 _ \$a 10 tiny toes

Here is a book with an abbreviation in the title.



245 10 Insiders' guide to St. Louis

246 3_ Insiders' guide to Saint Louis

A good rule of thumb when transcribing the title is to add the variations that appear on a book and those that a patron may use when searching for a title.

Indicators for the 246 Field:

The first indicator for the 246 field tells your local system whether or not you want this title to be a note or an added entry. If you tell your system to display a note, this means that this title will show up as something your patrons can see in the catalog record. If you tell your system to index this title as an added entry, it means that this title will show up in a title search.

The values for the first indicator are as follows:

- 1 = note, added entry
- 2 = no note, no added entry
- 3 = no note, added entry

The second indicator signifies the type of variant title. These values are listed on your MARC handout, and they include things like portion of the title, cover title, and running title.

Here are a few examples of 246 fields that use different indicator values:

246 3 _ \$a 10 tiny toes

246 34 \$a Emerald wand [title page says: The emerald wand of Oz]

246 1_ \$i Title from container: \$a Ken Burn's jazz

In the first example, a first indicator of 3 is used (no note displayed, title added entry) and the second indicator is blank, which means that the cataloger chose not to specify information about what type of title it is. In the second example, the second indicator is 4, meaning cover title. This means that the title on the cover is different than the one on the title page. In the last example, the first indicator is 1 (for a note and an added entry) and the second indicator is again blank, which is required if you have a subfield i with display text, as this example does. In this case, the source of the title is explained in the display text, instead of the indicator. Your use of these indicators depends on how your system handles the various codes.

Edition Field:

The 250 field is where you include the edition statement, if one appears on the item, in a MARC record.

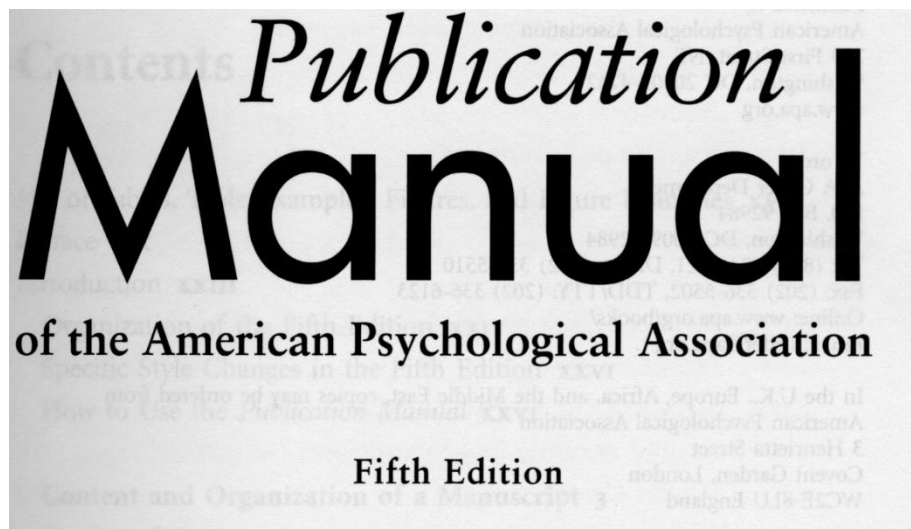
We are only going to talk about one subfield for the 250 field: subfield a.

Subfield a is where the edition statement goes.

You'll often see numbered edition statements, like this example: 250 \$a __ 13th ed.

With edition statements, it is important to remember that they should be recorded the way they appear on the item. If words are spelled out, they should be spelled out in the 250 field. If words are abbreviated, they should be abbreviated in the MARC record.

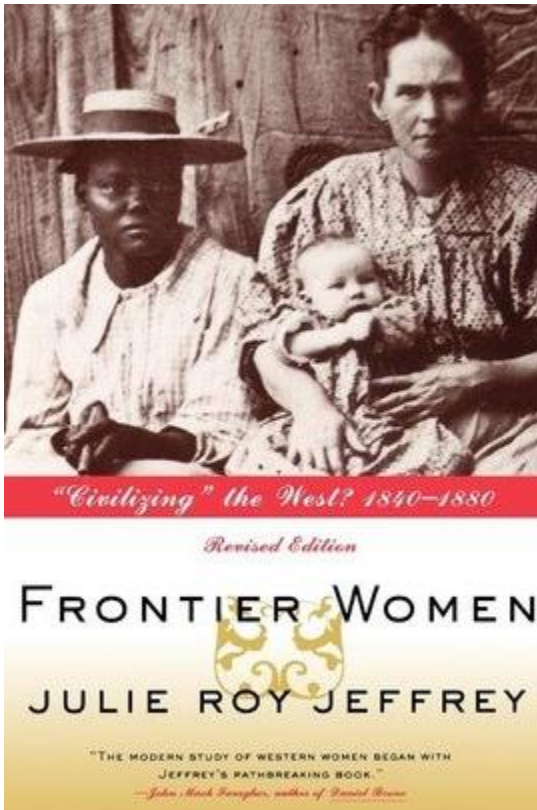
Additionally, you will see that both indicators are blank. Indicators for the 250 field are undefined, meaning that they are not used.



The edition statement for this example should look like:

250 __ \$a Fifth edition.

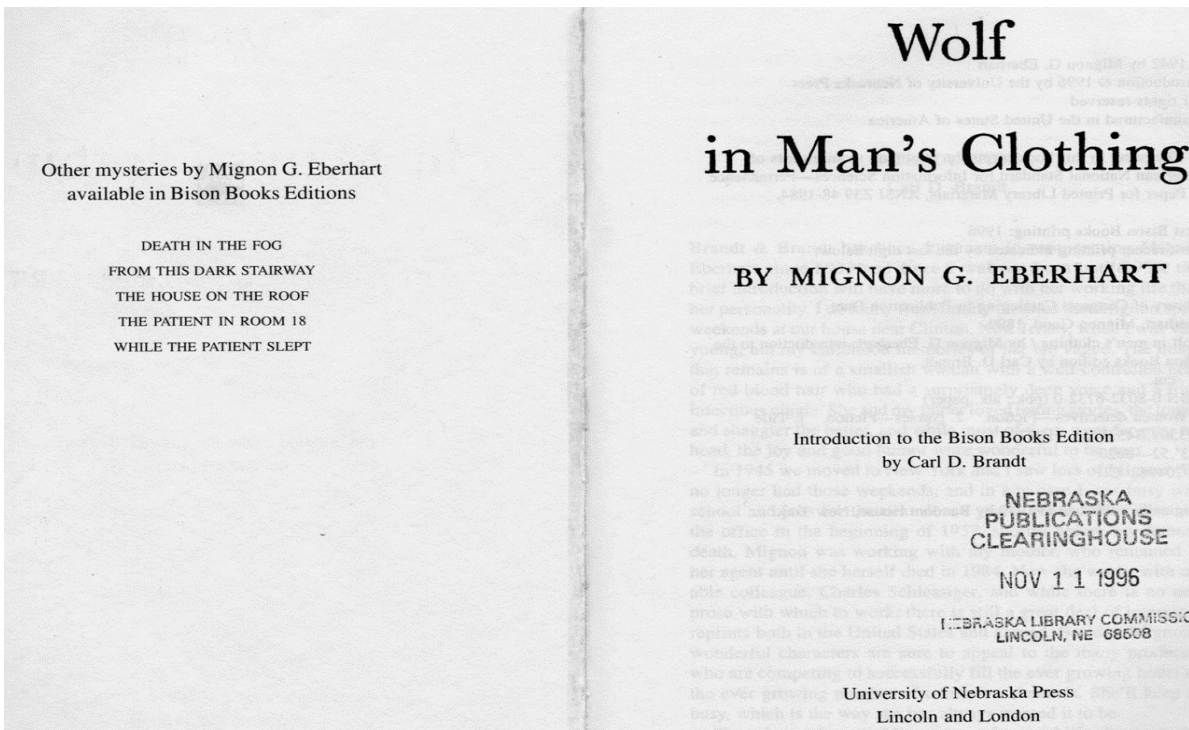
You might also see edition statements that indicate a work has been revised.



250 __ \$a Revised edition.

250 __ \$a Bison Books Edition

Or editions with special names.



Production, Publication, Distribution, Manufacture, and Copyright Notice Field:

The 264 field is where you enter the publication information for the item you are cataloging.

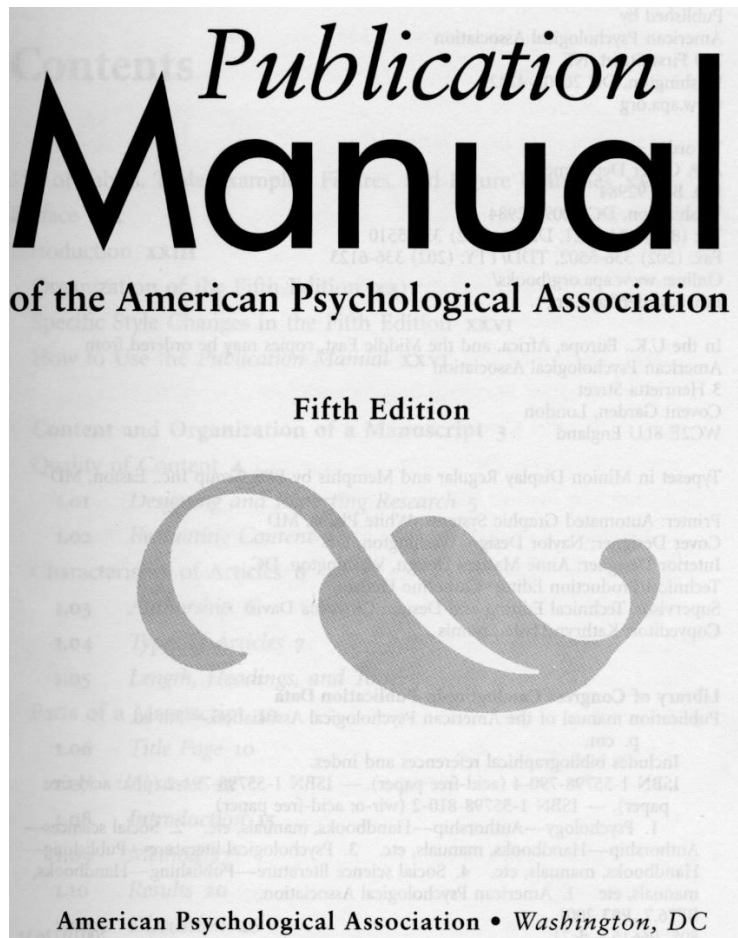
We are going to talk about the following subfields:

- a: place of production, publication, distribution, manufacture
- b: name of producer, publisher, distributor, manufacturer
- c: date of production, publication, distribution, manufacture, or copyright notice

You will notice that this field can be used to record information regarding a variety of activities. However, we are going to focus on the publication information.

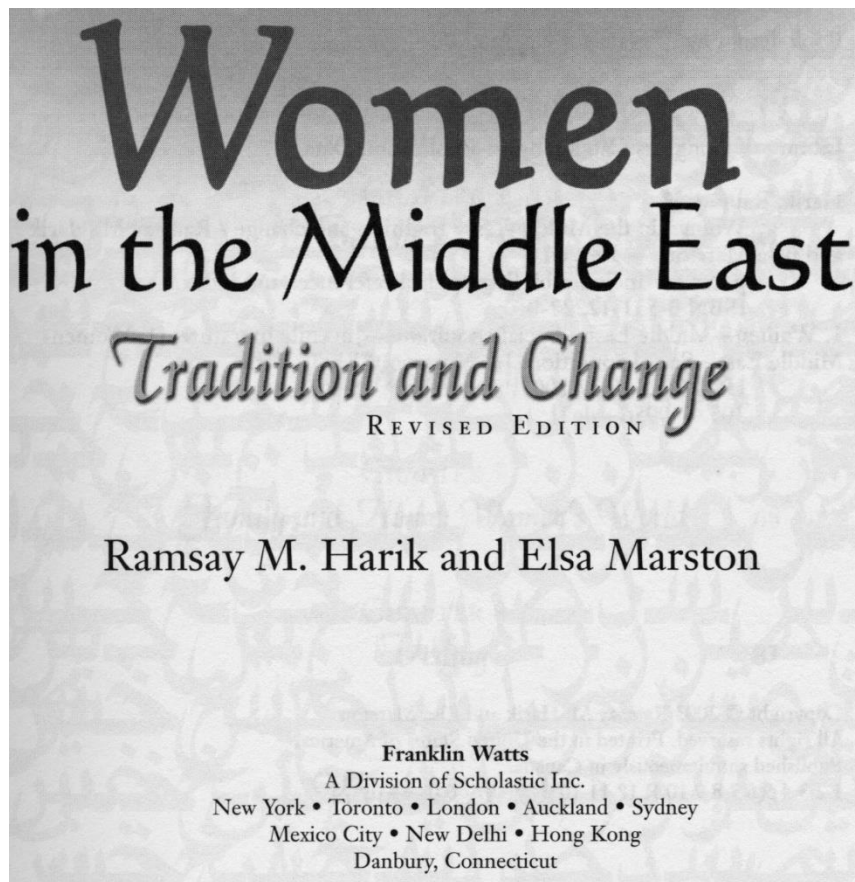
Place of Publication

Subfield a is used to record an item's place of publication. This information usually comes from either the title page or the title page verso (the back of the title page). If it is not found in either of those places, you can take it from other areas, like the back cover. Additionally, the place of publication is transcribed exactly as it appears.



264 _ 2 \$a Washington DC

Sometimes, you will see multiple places of publication listed. You are only required to use the first one:



264 _ 1 \$a New York

However, you can include all of them if you would like (each one goes in its own \$a).

\$a New York ; \$a London ; \$a Hong Kong ; \$a Sydney ; \$a Danbury, Connecticut

If the place of publication is not listed, but you know where the item was published, you can supply it, just put it in square brackets, to indicate that you provided the information.

\$a [Lincoln, Nebraska]

If you do not know the place of publication, according to the RDA guidelines you can do the following:

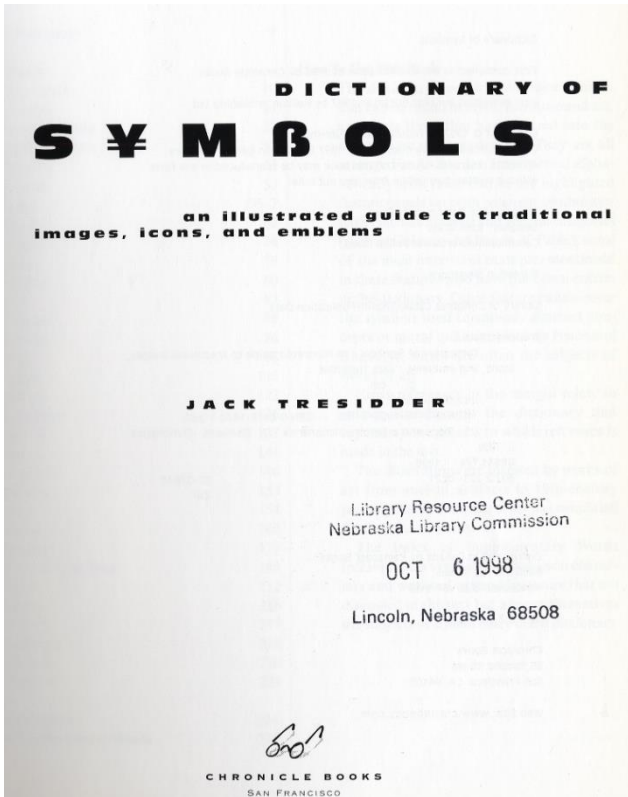
\$a [Place of publication not identified]

However, the Library of Congress advises their catalogers to always supply a place, even if it is broad:

\$a [United States]

Name of Publisher:

Subfield b in the 264 field is used for the publisher's name. Again, this information is usually found on the title page, and it is transcribed as it appears.

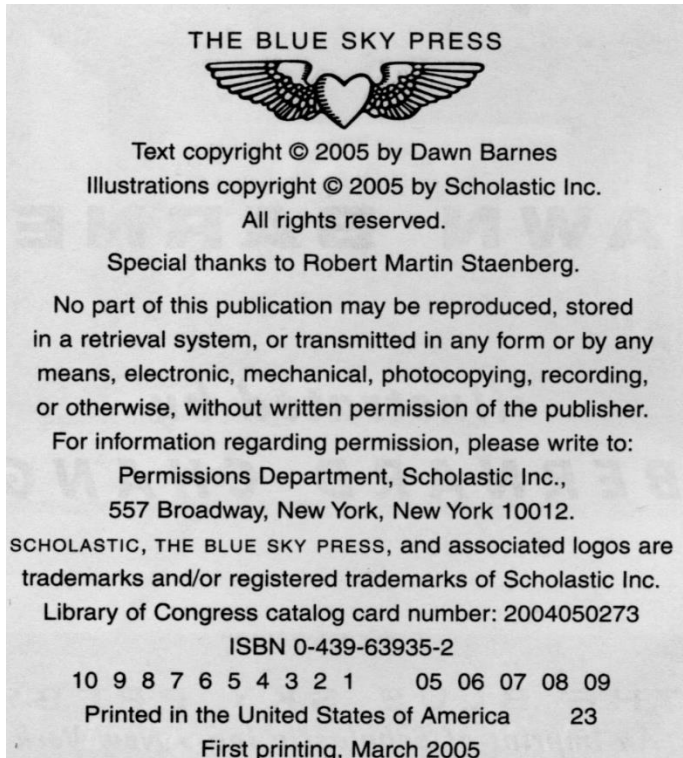


The place of publication and publisher for this item would look like this:

264 _ 1 \$a San Francisco : \$b Chronicle Books

Notice the punctuation - there is a space, a colon, and another space between subfields a and b.

One situation in which the publisher's name can get confusing is when you have a publishing press that is a subsidiary of a larger company.



According to RDA, you should include both names, like this:

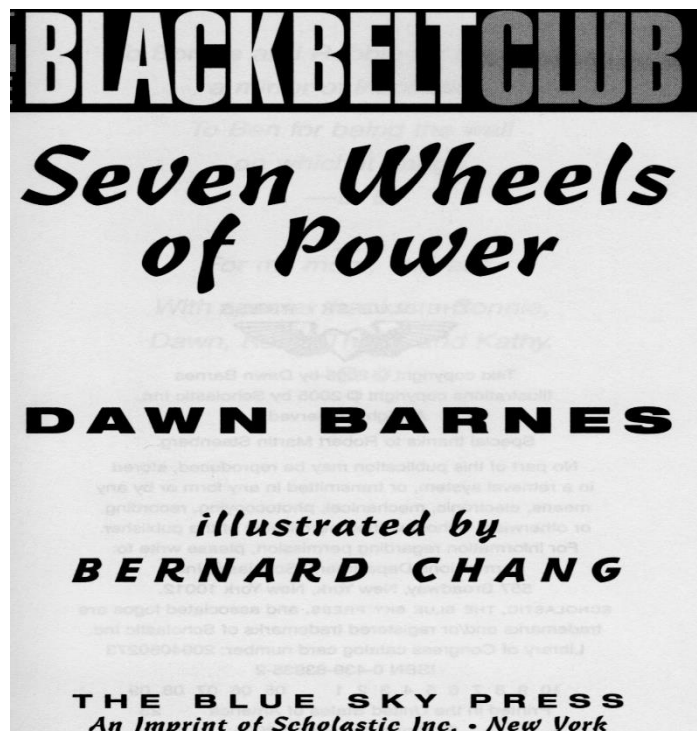
264 _ 1 \$a New York : \$b Blue Sky Press,
an imprint of Scholastic Inc.

If the publisher is not listed on the item, you can supply it as well, putting it in brackets like the place of publication.

\$a [Lincoln, Nebraska] : \$b [Nebraska Game and Parks Commission]

If you do not know the publisher, put “publisher not identified” in brackets.

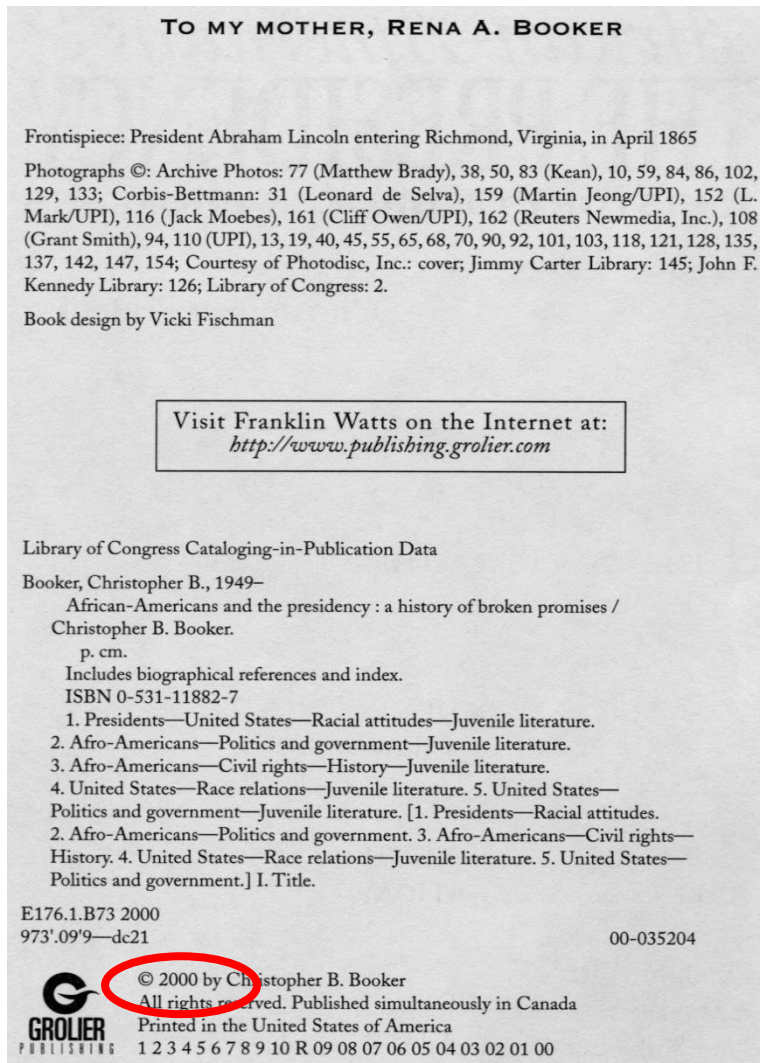
\$a [United States] : \$b [publisher not identified]



Date of Publication:

Subfield c of the 264 field is where the date of publication can be found.

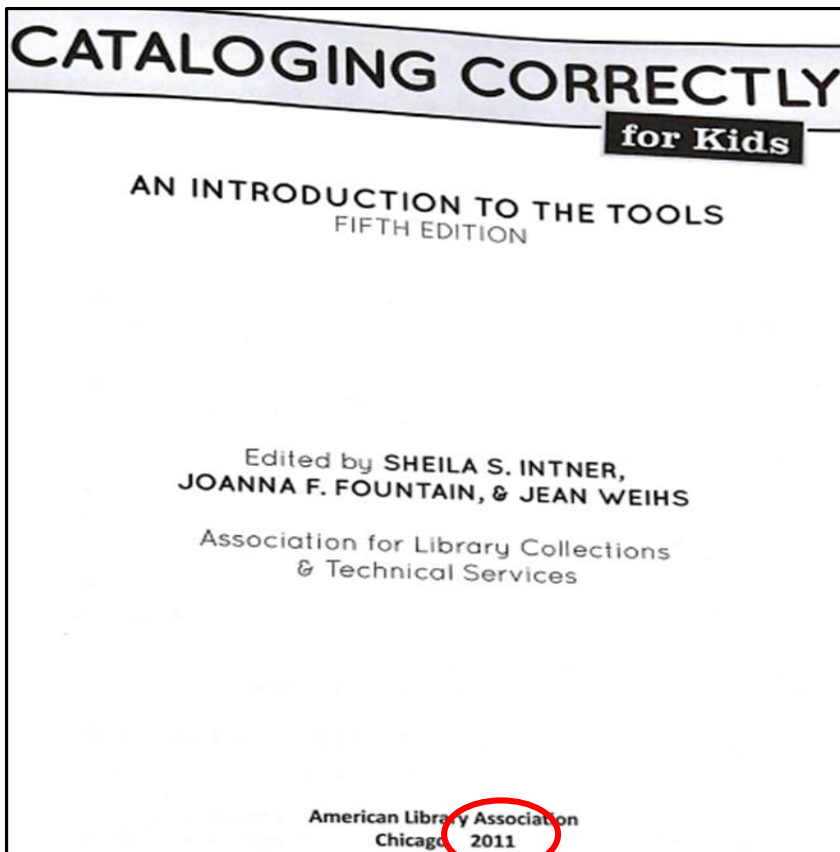
If no publication date can be found on the item, and it has a copyright date, use the copyright date to guess the publication date, and put the date in brackets.



264 _ 1 \$a New York : \$b Franklin Watts, a
division of Grolier Publishing, \$c [2000]

Notice that there is a comma and a space before subfield c.

If the item does have a publication date, you do not need to put the date in brackets.



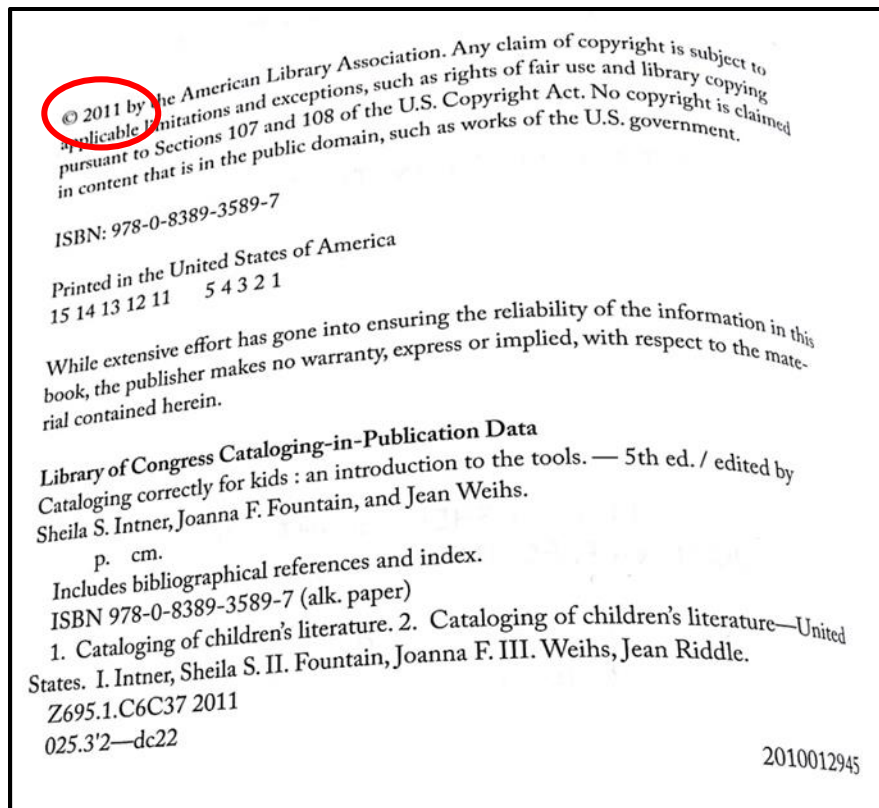
264 _ 1 Chicago : American Library Association,
\$c 2011

You can add a second 264 to note the copy
right date, but RDA does not require you to.

264 _ 1 Chicago : American Library Association,
\$c 2011

264 _ 4 \$c ©2011

Notice the second 264 does not have the a or b
subfields.



Indicators for the 264 Field:

Looking through the examples, you may have noticed the indicators 1 or 4 in the second position, with the first indicator left blank. In these examples, the first indicator is blank because it represents “sequence of statements.” That is, the first indicator indicates if the publisher is the first, intervening, or last publisher of this item. This is much more relevant for serials (newspapers, magazines, etc.) than it is to books. For books, the first indicator will almost always be blank.

The second indicator gives the function of the entity described in the field. The options are:

- 0 = production
- 1 = publication
- 2 = distribution
- 3 = manufacture
- 4 = copyright date

You will have noticed that all the examples used a 1 to indicate the publisher. In the *Cataloging Correctly* example, a 4 was used to tell the computer that that line contained the copyright date.

*indicates the cover was used in place of the title page. In these cases, the title page and the cover are the same but it was easier to use the cover.